



Dear Mendota Heights Resident:

Thank you for your interest in requesting electronic payment to pay your quarterly Mendota Heights sewer bill.

Attached please find an electronic payment form to be completed and signed by you. At your convenience, please return the signed form with a “voided” check attached from the bank account you wish to have the funds withdrawn from on a quarterly basis. In the event you wish to change bank accounts at any time, please contact me so I can send you a form to complete in order to process the new banking information. This, too, will require a voided check from your new bank account. The funds for your sewer account are scheduled to be withdrawn on the following dates during the year until we are informed by you at any time that you wish to discontinue this type of payment method:

January 22 nd	(for 10/1 to 12/31 sewer service)
April 22 nd	(for 1/1 to 3/31 sewer service)
July 22 nd	(for 4/1 to 6/30 sewer service)
October 22 nd	(for 7/1 to 9/30 sewer service)

Please mark your calendar to record these transactions in your bank account register for the above-mentioned dates, as you will not receive any other notice from the City regarding the transactions mentioned. Please be aware that you will no longer receive a paper bill by mail since the funds will be withdrawn from your bank account. We will inform you in writing should the amount ever change based on your water consumption or due to sewer rate changes.

If you have any questions regarding your sewer account, please don't ever hesitate to contact me. Thank you for your interest in choosing electronic payment!

Sincerely,

Sharon Hinze

Sharon Hinze
Utility Billing Clerk



Q. What is electronic payment?

A. Electronic payment is *automatic* bill payment whereby your payment is deducted automatically from your checking or savings account.

Q. What is the advantage of electronic payment?

A. It saves time! It saves work! It simplifies your life! You can avoid the hassle of writing or mailing checks!

Q. How can you transfer money from my account?

A. Only with your authorization.

Q. When is the electronic payment transferred from my account?

A. On its due date. You never have to worry about forgetting a payment or mailing it on time!

Q. If I do not write checks, how do I keep my checkbook balance straight?

A. Since your payment is made at a pre-established time, you simply record it in your check register on the appropriate date.

Q. Without a canceled check, how can I prove I made my payment?

A. Your bank statement gives you an itemized list of electronic payments. It is your proof of payment.

Q. Is electronic payment risky?

A. Electronic payment is less risky than check payment. It can not be lost, stolen or destroyed in the mail. It has an extremely high rate of accuracy.

Q. What if I change bank accounts?

A. Notify us and we will give you a new authorization form to complete.

Q. How much does electronic payment cost?

A. It costs you nothing. Plus, you save the cost of stamps, checks and envelopes.

Q. What if I try electronic payment and don't like it?

A. You can cancel your authorization by notifying us any time. But, once you've enjoyed the convenience, time and money savings of electronic payment, we doubt you will want to go back to paying bills the way you did before.

Q. How do I sign up for electronic payment?

A. Complete and sign the authorization form below and return it to us along with a voided check or savings deposit slip.

City of Mendota Heights
1101 Victoria Curve Mendota
Heights, MN 55118

_____ I'd like to sign up for electronic payment
_____ I'd like to change bank account information

FOR OFFICE USE ONLY		Customer Account #:	
1st Payment Date		1st Payment Amount	
Payment withdrawal dates are:		Jan 22 nd	Apr 22 nd Jul 22 nd Oct 22 nd
Name on Account (Please print):			
Mendota Heights Address:			
City:	State:	Zip:	
Please transfer payments directly from my:		<input type="checkbox"/> Checking account (Attach a voided check) <input type="checkbox"/> Savings account (Attach a savings deposit slip)	
Routing # (between these symbols 1:1):		Account #	
<p>I authorize City of Mendota Heights to process debit entries from my account. This authority will remain in effect until I give reasonable notification to terminate this authorization. I understand that the rate is subject to change each July, and that I will receive notification prior to any rate change. I understand there will be a \$30.00 fee automatically charged to my account for any insufficient funds (NSF) transactions. I have attached a voided check or savings deposit slip.</p> <p>Authorized signature on my account: _____ Date: _____</p>			
• Please attach voided check or savings deposit slip •			